

5 Things You Need to Know...

1. The Reemployment Exchange (REX) Module in MWE will allow you to enter your weekly job contacts. If you have completed the MWE registration, please follow the instructions below to enter your job contacts in REX.
 - Select [Sign In](#) if you are already registered.
 - On the left menu in MWE, select “**Services for Individuals.**”
 - Select the “**Unemployment Services**” link to enter your job contacts in REX.
 - Select the **Work Search Log link** to enter your job contacts in REX.
 - For additional information, select “[How to Enter Job Contacts on REX](#)” instructions.
2. **You will enter job contacts in the MWE beginning each Tuesday - after the week for which you are requesting payment.**
 - If you receive the following message “You cannot add Job Contacts at this time; there are no weeks available to verify.” then:
 - You failed to file a Webcert or Telecert
 - There is an issue with your claim
 - Your claim was filed recently and it is prior to the following Tuesday
 - You have already entered your 3 job contacts for the “reporting week”
3. Every week there are two (2) requirements:
 - 1) File your [Weekly Claim Certification](#) (Webcert or Telecert) for benefits until you become employed.
 - 2) Enter your job contacts in the MWE/REX work search log
4. You must make a minimum of three (3) valid job contacts per week unless you are exempt from work search. After you enter the 3 jobs, you must click “Next” to review, then certify your log in order to complete the weekly entry. The log will *not* be available again until the following Tuesday.
5. For questions and information on Unemployment Insurance you must contact UI directly (**UI/Claim questions cannot be answered by the MWE Help Desk**)
 - URL: <https://www.dllr.state.md.us/employment/unemployment.shtml>
 - Claim Center Monday-Friday, 8AM-2PM: 410-949-0022 or 1-800-827-4839